



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Superintendents and Principals

**FROM:** Alyson Luther, Textbook Adoption Chair

**DATE:** September 17, 2010

**SUBJECT:** Request for Textbook Reviewers for the 2011 Mathematics Textbook Additions

Your assistance is requested in identifying persons both highly qualified and interested in evaluating mathematics textbooks for the 2011 Mathematics Textbook Additions review. The evaluation information from the reviewers will be used by the Textbook Advisory Committee to recommend additions to the 2009 official state adoption list to the State Board of Education.

Sample copies of the teacher and student editions of the textbooks being submitted for adoption will be sent to all reviewers during the month of November. At the conclusion of the evaluation process, reviewers may keep the materials for use in their classrooms.

Reviewers must be available on Saturday, January 8, 2011, for a meeting in Indianapolis, and will be reimbursed for any travel expenses incurred to attend. Reviewers will use this day to meet in grade level and content area groups to discuss their individual reviews and subsequently produce a consensus rubric and narrative rating the materials submitted for adoption. A training session to outline the review process as well as training on the evaluation rubric will be conducted during the last week of October via webinar.

Applications should be submitted by e-mail to Trice Black at [ablack@doe.in.gov](mailto:ablack@doe.in.gov) or mailed to IDOE no later than the close of business on September 24, 2010. While all applicants will not be selected, the procedure does allow for representation throughout the state. The application can be accessed online at [www.doe.in.gov/opd/textbook](http://www.doe.in.gov/opd/textbook).

# Application for Textbook Reviewers

## 2011 Mathematics Textbook Additions

Name: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address, City, Zip Code: \_\_\_\_\_

School Telephone Number: (\_\_\_\_) \_\_\_\_\_

Home Address, City, Zip Code: \_\_\_\_\_

Home Telephone Number: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Teaching Assignment \_\_\_\_\_

Do you possess an Indiana Teaching License?    Yes    No

If yes, please indicate your license number and your certification. \_\_\_\_\_

If no, please attach an explanation.

Please indicate your level of education and indicate your major field of study.

Bachelor's Degree

Master's Degree

PhD.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check the grades for which you want to be a reviewer. If more than one area is checked, indicate your first choice. **You must be available for the review meeting on January 8, 2011.**

\_\_\_\_ Mathematics Grade K

\_\_\_\_ Mathematics Grade 8

\_\_\_\_ Mathematics Grade 1

\_\_\_\_ Algebra I

\_\_\_\_ Mathematics Grade 2

\_\_\_\_ Geometry

\_\_\_\_ Mathematics Grade 3

\_\_\_\_ Algebra II

\_\_\_\_ Mathematics Grade 4

\_\_\_\_ Integrated Math I, II, and III

\_\_\_\_ Mathematics Grade 5

\_\_\_\_ Precalculus/Trigonometry

\_\_\_\_ Mathematics Grade 6

\_\_\_\_ Calculus

\_\_\_\_ Mathematics Grade 7

Briefly describe your qualifications for serving as a state reviewer. Include information about your knowledge of your content area.

---

---

---

---

---

---

---

---

---

---

---

Signature\_\_\_\_\_

Please submit this form by June 23, 2010 to Trice Black, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204. Additional contact info: [ablack@doe.in.gov](mailto:ablack@doe.in.gov); (phone) 317-232-6610; (fax) 317-232-0589. You will be notified by e-mail if you are selected as a reviewer. Thank you.